

**STATE OF ALABAMA
PERSONNEL DEPARTMENT
REQUEST FOR DONATED LEAVE**

Instructions for Form 25 for Employees

A doctor's statement giving the diagnosis and the specific nature of the situation must be attached to this form.

There is a place at the top to check whether the form is being submitted as an initial request or a recertification. If the absence is for more than thirty days, a recertification Form 25 must be submitted, accompanied by a statement from the physician certifying that the employee is still incapacitated with the same illness/injury. These updates must be completed every thirty days in order for the employee to continue to receive donated leave.

To be completed by the employee or their advocate:

Employee Name – complete name as it appears in GHRS
SSAN – full Social Security Number must be given
Department – name (not number) of the employee's agency
Division – name or number designation of the employee's division if applicable
Class Code – the 5 digit class code (do not enter the title)
Pay Range – pay grade assigned to the class

Additional Information:

The employee or their advocate may enter pertinent information if they so desire. In caretaker instances, the name of the person to receive care and their relationship to the employee should be given in this space.

Signature Block/Date:

Beneficiary Employee: The beneficiary employee must sign unless they are physically unable to do so. If an advocate signs, they should sign their own name, their relationship to the employee, and the reason the employee is unable to sign. (i.e. in a coma) The date of the signature should be entered.

Authorization/Date:

Beneficiary Employee: The beneficiary employee must sign this waiver if they wish to be listed on the State Personnel website and other publications. If they do not, the line should remain blank.

Once this information is completed, the beneficiary or advocate should forward the original request form with attached doctor's statement to their agency personnel manager or designee. The Beneficiary Appointing Authority will then determine whether or not to support the request, sign the form if supported, and send the form to State Personnel. Donated leave cannot be given for a time period prior to receipt of the initial form by State Personnel.